

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: <u>DGS00510377</u>	DATE POSTED: <u>06/29/15</u>
POSITION NO: <u>944819</u>	CLOSING DATE: <u>07/13/15</u>
POSITION TITLE: <u>Department Manager III</u>	
DEPARTMENT NAME / WORKSITE: <u>DGS/Navajo Transit System/Ft. Defiance, AZ</u>	
WORK DAYS: <u>Monday- Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/> GRADE/STEP: <u>AB70A</u>
WORK HOURS: <u>8:00 am-5:00 pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: <u>        </u> \$ <u>67,433.60</u> PER ANNUM
	SEASONAL: <input type="checkbox"/> DURATION : <u>        </u> \$ <u>32.42</u> PER HOUR
	TEMPORARY: <input type="checkbox"/> <u>                                </u>

**DUTIES AND RESPONSIBILITIES:**

The Department Manager III is responsible for Plans, organizes and; directing department activities and managing operation funds from \$11 million up to and/ or beyond \$45 million; manages a complex administrative structure, staffed with professional or highly technical personnel engaged in scientific, regulatory, or policy development operation; departments are diverse and involve multiple levels of supervisory controls; operating decisions impact all aspects of the department. Approves short and long term goals or work plans developed by program managers; coordinates a number of programs which may consist of professional, scientific, managerial and administrative activities; manages development of policy changes in response to budget appropriations or legislative changes. Develops guidelines and policies for improving and strengthening department services and/or for incorporating new services; negotiates contract agreements; evaluates and redirects departments to a more productive and effective service; may deal extensively with various committees of the Navajo Nation Council. Develops and implements internal control mechanisms, procedures and guidelines to maintain departmental accountability; meets with representatives of major organizational levels of federal and state agencies, and with legislative and executive officials of the Navajo Nation government; provides accounting and expenditure control for the overall department budget.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Public or Business Administration or a closely related field; and six (6) years of administrative or management experience, of which two (2) years must have been in a supervisory capacity.

**Preferred Qualifications:**

- A Master's degree in Public or Business Administration or closely related field.

**Special Requirements:**

- Possess a valid state driver's license.
- A favorable background investigation required.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

- Knowledge of modern principles and practices of public administration
- Knowledge of strategic planning, contract writing and negotiation, program evaluating and forecasting.
- Knowledge of budget and reporting systems, financial controls, departmental and staff performance methods and measures.
- Knowledge of departmental operational activities, mission and client service requirements.
- Skills in formulating and executing, documents and reports, short and long term goals and objective.
- Skills in managing staff and complex internal relationships, maintaining open communication and effective skill in the interpretation and execution of division policies.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**